

# DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST ADMINISTRATORS (2020-21)

The following checklist details the critical steps for test administrators to follow. Refer to this checklist while preparing for the Dynamic Learning Maps alternate assessments.

**NOTE:** All documents and other resources can be found on [www.ride.ri.gov/dlm](http://www.ride.ri.gov/dlm) and additional links are embedded below, as necessary.

p	Step
	1. <b>Sign up for DLM Test Updates during the year at</b> <a href="https://dynamiclearningmaps.org/test-updates">https://dynamiclearningmaps.org/test-updates</a> .
	2. <b>Confirm student eligibility to participate in DLM alternate assessments.</b> <ul style="list-style-type: none"> <li>• RIDE will upload students and register them for the DLM alternate assessments in the Kite Educator Portal the week of January 25, 2021.</li> <li>• Confirm with your district special education director and/or testing coordinator which students will participate in the alternate assessment, including their grade level and the content areas in which they should be tested.</li> <li>• <b>Outplacement Schools:</b> Any student tutored to a school either within or outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student's current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census does not match the grade level of the tests the student took, then any tests administered may be invalidated.</li> </ul>
	3. <b>Download the following documents</b> from <a href="http://www.ride.ri.gov/assessment-materials">www.ride.ri.gov/assessment-materials</a> from the <i>Test Administrator</i> tab or from <a href="https://dynamiclearningmaps.org/rhodeisland">https://dynamiclearningmaps.org/rhodeisland</a> : <ul style="list-style-type: none"> <li>• <i>RI Guide to Required Training</i></li> <li>• <i>Test Administration Manual</i></li> <li>• <i>Accommodations and Accessibility Manual</i></li> <li>• <i>Educator Portal User Guide</i></li> <li>• <i>How to Know if Testing is Complete</i></li> </ul>
	4. <b>Get or activate your account in Educator Portal (EP)*</b> by following the instructions in the KITE activation email. <b>NOTE:</b> <i>Three (3) hours after activating your account in Educator Portal, your account in the Moodle training site will be available.</i> <ul style="list-style-type: none"> <li>• <b>NEW Test Administrators:</b> Your district special education director or district test coordinator is responsible for creating an account in Educator Portal for new test administrators. You will not receive an activation email until your district has created an account for you. Once you receive an activation email, follow the steps included in it to activate your account.</li> <li>• <b>If you did not receive an automatic email</b> from <a href="mailto:KITE_support@ku.edu">KITE_support@ku.edu</a>, contact your district special education director or district testing coordinator to verify your email address and have it resent.</li> <li>• <b>Watch:</b> <i>Getting Started in Educator Portal</i> (video: 4:25) <a href="http://www.dynamiclearningmaps.org/erp/videos">http://www.dynamiclearningmaps.org/erp/videos</a></li> </ul> <p><b>Returning Test Administrators:</b> Last year's username and password are still active and can be used to access your account. Forgot your username or password? Click <i>Forgot Password?</i> on the Educator Portal home page.</p>
	5. <b>Complete the Security Agreement in Educator Portal.</b> <ul style="list-style-type: none"> <li>• <b>Watch:</b> <i>Signing the Security Agreement</i> (video 0:38) <a href="http://www.dynamiclearningmaps.org/erp/videos">http://www.dynamiclearningmaps.org/erp/videos</a></li> <li>• <b>Read:</b> <i>Test Administration Manual</i>, page 28 or <i>Educator Portal User Guide</i>, pages 15-16.</li> </ul> <p><b>NOTE:</b> You <b>will not</b> be able to administer testlets if you do not agree to and sign the Security Agreement.</p>

b	Step
	<p>6. <b>Complete the Required Test Administrator Training.</b> Districts are required to train all test administrators for the DLM alternate assessments. Districts have two options for providing this training. Contact your district special education or testing coordinator about which option will be offered in your district.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <i>RI DLM Guide to Required Training 2020-21</i> (<a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>) and district memos about which option your district chose and when and where training will take place.</li> </ul> <p><b>Option 1:</b> <i>Self-Directed Training using the Moodle training site.</i> The Moodle training site is separate from Educator Portal. When a teacher account is created in Educator Portal, another account is automatically created in the training site (Moodle).</p> <p><b>Option 2:</b> <i>Facilitated in-person training led by district administrators.</i> This is the most popular option since it ensures all teachers are properly trained and all questions are answered. The facilitated training presentations, transcripts, activities, and videos can be accessed from the Moodle site only by district administrators.</p> <p><b>Moodle Account Information:</b></p> <ul style="list-style-type: none"> <li>• The training site is separate from Educator Portal. Three (3) hours after your account was activated in Educator Portal, another account was automatically created in the training site (Moodle).</li> <li>• Access the Moodle training modules here: <a href="https://training.dynamiclearningmaps.org/login/index.php">https://training.dynamiclearningmaps.org/login/index.php</a></li> <li>• <b>No activation email?</b> Use the <i>Forgotten your username or password?</i> link on the Moodle home page to reset your password.</li> <li>• <b>Print a copy of completion certificate</b> and give a copy to your special education director or test coordinator.</li> </ul> <p><b>*Returning Test Administrators:</b> Last year's username and password must be reset. and can be used to access your account. Forgot your username or password? Click <i>Forgot Password?</i> on the Moodle home page.</p>
	<p>7. <b>Review student demographic and roster information in Educator Portal for accuracy.</b> You can only review demographic information if you have a roster of students for each content area. If you do not see your students, make sure you have completed steps 1-6 of this checklist first, then contact your special education director/district test coordinator if you do not have a roster. You should have one roster each for English language arts, mathematics, and science. Science is <b>only</b> for grades 5, 8, and 11.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <i>Review Student Demographic Information, Test Administration Manual</i>, page 33.</li> <li>• View rosters in Educator Portal by clicking on SETTINGS, then ROSTERS, then VIEW ROSTER. Select the one you want to view (ELA, math, or science).</li> <li>• <b>If the roster is not correct*:</b> <ul style="list-style-type: none"> <li>○ Contact your district testing coordinator or special education director to resolve the issue. Your district administrator can then contact RIDE to make any necessary changes in Educator Portal.</li> <li>○ <b>Outplacement Schools</b> must contact the sending district with any corrections. The sending district will then contact RIDE to make any necessary changes to student information in the Educator Portal.</li> </ul> </li> </ul> <p>* Districts are responsible for ensuring that the student demographic information in Educator Portal matches the demographic information in the Enrollment Census and in the Special Education Census; RIDE cannot make changes to that information.</p>
	<p>8. <b>Read the <i>Accessibility Manual</i> to determine accessibility features and accommodations and ensure the IEP is up-to-date.</b></p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <i>Accessibility Manual</i> (<a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>)</li> <li>• Accommodations must be included in each student's IEP. If the accommodations need to be adjusted or added to the IEP, this must be done before testing can begin. Amending the IEP can be done by convening a full IEP Team meeting or by following an amendment process as developed by your district. Contact your district special education director for more information.</li> </ul>
	<p>9. <b>Complete each student's Personal Needs and Preferences Profile (PNP).</b> See the <i>Test Administration Manual</i>, page 33.</p> <ul style="list-style-type: none"> <li>• Step-by-step instructions can be found in the <i>Educator Portal User Guide</i>, page 19, <i>Complete the PNP</i></li> <li>• <b>March 22, 2021:</b> All First Contact Surveys and Personal Needs and Preferences must be completed.</li> </ul>

b	Step
	<p>10. <b>Complete or update the First Contact Survey</b></p> <ul style="list-style-type: none"> <li>Student will not receive testlets if the First Contact Survey is not submitted.</li> <li><b>Read:</b> <ul style="list-style-type: none"> <li><i>Complete and Submit the First Contact Survey Settings, Test Administration Manual, page 34.</i></li> <li>Step-by-step instructions: <i>Educator Portal User Guide</i> (pages 39-47).</li> </ul> </li> <li><b>March 22, 2021:</b> All First Contact Surveys and Personal Needs and Preferences must be completed.</li> </ul>
	<p>11. <b>Ensure KITE Student Portal is installed on assessment devices.</b></p> <ul style="list-style-type: none"> <li>If you do not have KITE Student Portal installed on the computer or laptops you will be using, contact your district assessment coordinator or technology director.</li> </ul>
	<p>12. <b>Familiarize yourself and your students with DLM testlets.</b> Practice Activities and Released Testlets can be accessed in two ways: 1) through Kite Student Portal and 2) downloading a PDF.</p> <ul style="list-style-type: none"> <li>Information on how to access the practice testlets, including practice testlet login information, can be found in the <i>Test Administrator Manual, page 34</i>, and at <a href="http://www.ride.ri.gov/released-items">www.ride.ri.gov/released-items</a> and click on the <i>Dynamic Learning Maps</i> tab.</li> <li>This is also a good time to check compatibility of students' devices with Student Portal.</li> </ul>
	<p>13. <b>Schedule locations and times for assessment sessions. Test window: April 5 – May 21, 2021.</b></p> <ul style="list-style-type: none"> <li>All assessments must be completed by the end of the school day on May 21, 2021.</li> <li>It is important that teachers and students have a consistent, familiar location in which to test students and that they have access to the same devices on which to test students.</li> <li><b>NOTE:</b> All DLM assessments are to be delivered in-person, to each student. Remote testing is not available for these assessments. Contact your district testing coordinator for more information and guidance on scheduling these assessments while maintaining health and safety guidelines.</li> </ul>
	<p>14. <b>Retrieve student login and password for the first testlet</b></p> <ul style="list-style-type: none"> <li>Step-by-step instructions for retrieving the first testlet can be found in the <i>Educator Portal User Guide, page 49, View Student Username and Password.</i></li> <li>Remember that you will get the student's login and password and TIP sheet from Educator Portal but will administer the test in Student Portal.</li> </ul>
	<p>15. <b>Retrieve the TIP sheet for the first testlet and gather materials needed before beginning assessment.</b></p> <ul style="list-style-type: none"> <li><b>Read:</b> <i>Retrieve the Testlet Information Page and Gather Materials, Test Administrator Manual, page 77.</i></li> <li>Step-by-step instructions for retrieving the first testlet can be found in the <i>Educator Portal User Guide, page 52, Retrieve Testlet Information Page (TIP) for Year-End Model States.</i></li> <li>Remember that you will get the student's login and password and TIP sheet from Educator Portal but will administer the test in Student Portal.</li> <li>Materials lists can be found at <a href="https://dynamiclearningmaps.org/erp_ye">https://dynamiclearningmaps.org/erp_ye</a> and at <a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>.</li> </ul>
	<p>16. <b>Assess student on the first testlet.</b></p> <ul style="list-style-type: none"> <li>After testing the student, there will be a 15-minute waiting period between testlets.</li> <li>You may wait the 15 minutes between testlets if you would like to continue in the same content area or you may switch to a different content area.</li> </ul>
	<p>17. <b>Confirm all testlets have been completed.</b></p> <ul style="list-style-type: none"> <li>Step-by-step instructions for finding out how many testlets have been completed and whether or not a student has completed testing, can be found in <i>How to Know if Testing is Complete</i> at <a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>.</li> </ul>